

# BEST PRACTICE CATALOG

Project Title: **AREA SPECIFIC SAFETY COORDINATORS**

Function Category: ☐ PATIENT-FOCUSED ☒ ORGANIZATION ☐ STRUCTURES

Subcategory: **Management of the Environment**

Heading: **Design**

Key Word(s): **Management of Environment of Care**

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Purpose: To communicate safety information, increase safety awareness and address safety issues at the daily work level on a continual basis.

Brief Description: Each program/department has an assigned safety coordinator who chairs a monthly meeting, which includes both patients and staff. Minutes are posted regularly. The coordinators meet monthly to discuss safety issues, help each other with solutions and make recommendations to the Environment of Care PMT. Each coordinator assesses area injuries for prevention on a monthly basis, for trends on a quarterly basis, and helps with the MSDS inventory and indexing process.

Selection Basis/Criteria: The position is strictly voluntary and individuals serve in addition to the responsibilities of their assigned positions. The teams provide a forum for communication and interaction between the work locations and the Health and Safety Department.

The following items are available regarding this Best Practice:

☐ Photographs ☐ Video Tape ☐ Drawings ☐ Manual

☒ Other : **Administrative Directive**

DATE SUBMITTED: **September 14, 1998**